



## NATIONAL PRODUCTIVITY COUNCIL

[www.npcindia.gov.in](http://www.npcindia.gov.in)

# Team Building & Leadership Skills

Dec 03 – 07, 2018, Kanyakumari

### INTRODUCTION

Effective team work is an important aspect of any organisation's success. Conscious effort is needed to help groups of individuals work together as a team. Teams can experience difficulties working together at times, but this is a normal aspect of group or organisational life. No one doubts the importance of team building in an organization, but the necessity to maintain the team and continually foster an environment where it can grow is sometimes overlooked. Similarly, at some point, one may be called on to lead. Leadership plays an important part in the success of any organisation. In the absence of effective leadership no organisation can work efficiently. Effective leadership improves employee relations and more closely aligns the team and individual objectives. In the absence of strong leadership, an organization may records low growth, or stalls completely, and eventually lose its competitiveness and direction. Effective coaching for your employees on team work & leadership skills may mean the difference between significant long-term productivity and as low decline in to obsolesce.

### PROGRAM COVERAGE

- ⊙ Understand Teams
- ⊙ Groups and Teams
- ⊙ Making of Teams
- ⊙ Group Dynamics in Teams
- ⊙ Leadership
- ⊙ Delegation
- ⊙ Communication and Conflict Management
- ⊙ Strategies and Improving Teams

### PARTICIPANT'S PROFILE

The program is designed for personnel at Junior & Middle levels from Central & State Governments, Public Sector Units, Banks & Financial Institutions and Academic Institutions.

### CHECK-IN/CHECK-OUT INFORMATION

**Fee on Residential basis:** Rs 48,000/- plus applicable GST per participant

**Fee on Non Residential basis:** Rs 37,000/- plus applicable GST per participant

**Check-in at Hotel/Resort:** 12 Noon onwards on 03 Dec, 2018

**Check-out at Hotel/Resort:** Before 12 Noon on 07 Dec, 2018

### FACULTY AND TRAINING METHODOLOGY

The methodology would lay emphasis on experiential learning through presentations, discussions and case studies besides conceptual tutorials. The faculty would include specialists from NPC, leading practitioners, experienced professionals and invited speakers from Organizations / Institutions of eminence.

## LAST DATE TO RECEIVE NOMINATIONS Nov 29, 2018

The Nominating Authority should ensure that the nominations are sent with the details of Nominating Authority and Participant like Name, Designation, Organization, Address, Email, Mobile, etc. in the letter without fail to facilitate proper communication. For any correspondence related to this program please quote the **Program Order No.: HQ/HRM/T12/2018-19**.

## GENERAL INSTRUCTIONS

- ⊙ Please book tickets after receiving confirmation from our end.
- ⊙ The residential Participation fee covers the Professional fees towards training, board and lodge (B&L) of the Participant(s) and site visits. The non-residential fee covers the training charges & working lunch only.
- ⊙ The Spouse/Family members are welcome on nominal charges per person per day covering the cost of B&L and site visits, payable directly to Hotel before check-out.
- ⊙ The fee once deposited is non-refundable, however substitutions are allowed.
- ⊙ Acceptance of the nominations is/are subject to the seat availability and receipt of participation fee latest by last date of Nominations.
- ⊙ Please note that NPC would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.

## PAYMENT DETAILS

- ⊙ Fee is to be paid by RTGS/NEFT/ECS in the name of '**NATIONAL PRODUCTIVITY COUNCIL**', payable at New Delhi.
- ⊙ **ECS/NEFT/RTG Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; SB A/C no. 0265 0100 0009 207; MICR – 110 020 007; IFSC No.: IOBA0000265
- ⊙ At Present GST is 18% and may be revised as per Govt. of India directives.
- ⊙ **PAN NO:** AAATN0402F, **GSTIN:** 07AAATN0402F1Z8

## CONTACT DETAILS

For further information, please contact:

**Dr Nitin Aggrawal**  
**Group Head (HRM)**  
**Telephone No.:** 011-24607335/336  
**E-mail:** npc.hrm.group@gmail.com, nitin.a@npcindia.gov.in  
**Mobile No.:** 09871583751